

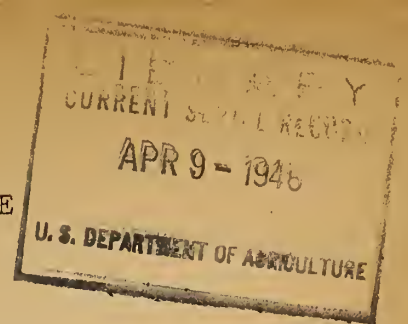
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of Marketing Services  
Washington 25, D. C.



August 8, 1945

FISCAL DIVISION MEMORANDUM NO. 11

Ordering of Envelopes


A memorandum from C. E. Offutt, Acting Chief, Administrative Services Division, dated July 13, 1945, relative to ordering of envelopes during the fiscal year 1946 reads in part as follows:

"In order to establish a uniform procedure for the ordering of envelopes that will be stocked in the warehouses for the Office of Marketing Services during the present fiscal year, we have attempted to develop the most practical and simplified method that is feasible under our present budgetary setup.

"All envelopes ordered for stocking in warehouses will be handled by the issuance of an over-all purchase order chargeable against the various offices and appropriations involved. The purchase order will be accompanied by a tabulation showing branches and divisions and appropriations concerned in the amounts determined from past usage or current surveys on requirements. The cost involved will be forwarded to each field office concerned for accounting records and a copy of the list will be transmitted to the Washington Office. This will allow an over-all purchase order to be issued and will eliminate the necessity of obtaining approval from each individual field office for the purchase of envelopes.

"..... For field offices requiring a sufficient number of envelopes to justify direct shipment, separate purchase orders will be prepared."

The above procedure has the approval of this office and will be included in Fiscal Division Instructions.

  
H. L. McLeod, Acting  
Chief Fiscal Officer

MEMORANDUM  
FOR THE RECORD  
SUBJECT: [Illegible]

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MEMORANDUM FOR THE RECORD

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MEMORANDUM FOR THE RECORD  
SUBJECT: [Illegible]

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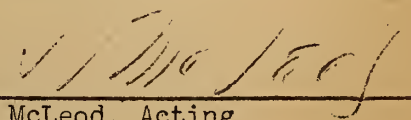
CLASSIFICATION AND RENUMBERING  
OF O. D. FINANCE LETTERS

I PURPOSE: O. D. Finance Letters which apply to the operations of Office of Marketing Services are renumbered below for insertion in the OMS Fiscal Instruction Manual. Each manual holder shall insert the new OMS number in the right-hand corner of each page. The renumbered instructions should be filed in the Fiscal Division Manual according to classification number. In the future, reference will be made by Fiscal Instruction number.

II RENUMBERED O. D. FINANCE LETTERS:

<u>O. D. Letter No.</u>	<u>OMS Ins. No.</u>	<u>Date Issued</u>	<u>Title</u>
6	507.2	4-8-44	Requests by Certifying Officers for Decisions by the Comptroller General
27	520.1	7-29-44	Billing of Government Agencies by Office of Distribution
29	511.2	7-29-44	Closing Regional Cash Accounts on Lapsed Appropriations
31	535.10	8-5-44	Open Market Purchase Limitation
34	535.11	8-26-44	Use of SF-1113 in Connection with SF-1058
41	535.12	9-15-44	Transportation of Persons and Things by Pan-American Airways
42	530.8	9-15-44	Transmittal of Documents to General Accounting Office
49	535.13	9-16-44	Limitations on Purchases of Automobiles and Typewriters
50	530.5	11-8-44	Scheduling of Collections and Disbursements in Canadian or Other Foreign Currency
52	510.2 Sup. 1	10-6-44	Certification of SF-1097, Adjustment Voucher to Effect Correction of Errors
64	582.3	11-22-44	Reports on Movements of Household Goods

8-8-45

  
H. L. McLeod, Acting  
Chief Fiscal Officer

THE FIRST PART OF THE BOOK  
DEALS WITH THE HISTORY OF  
THE UNITED STATES  
FROM 1776 TO 1865  
AND THE SECOND PART  
DEALS WITH THE HISTORY  
FROM 1865 TO 1914

THE THIRD PART OF THE BOOK  
DEALS WITH THE HISTORY  
FROM 1914 TO 1945  
AND THE FOURTH PART  
DEALS WITH THE HISTORY  
FROM 1945 TO 1965